

**Structure Design Staff Meeting**  
**Monday, June 23, 2008**  
**Conference Room C**  
**9:00 AM**

1. Safety/Personnel.....Darlene  
Safety Alert – May 31<sup>st</sup> memo – fatality on DOT project site – concrete truck backed over employee.  
Talk about dangers before getting out of the car at the project site during field trips.  
  
Alternate Work Schedule(AWS) – Policy has changed, so employees may take 30 minute lunch – need to fill out AWS form showing 30 min. lunch. If summer employees are working AWS, please fill out the form.  
  
Time sheets need to be filled out completely and properly. Dates on timesheets are often incorrect. Signed timesheets need to be turned in by Wednesday of the following week.  
  
When the phone rings, someone in the project group needs to answer the phone—don't just let it ring and ring.  
  
Expense vouchers needed by Thursday for fiscal year cut-off.
2. Hiring Process ..... Greg  
TMT hiring changes effective June 1, 2008 - PO-600 and letters of justification eliminated. Greg wants supervisors to complete the Interview Summary Sheet and Interview Summary Sheet for Selected Applicant (Darlene will email these.) Come to the selection meeting with interview summary sheets filled out.  
  
It is very important to provide a thorough, detailed explanation on the selected applicant. The explanation should focus on why the applicant was selected (i.e., knowledge, skills, abilities and work experience directly related to the position requirements.)  
  
Supervisors must retain any interview questions, interview notes, and tests given the applicants with the unit's file copy of the hiring packages that is maintained in the unit.
3. Results Based Performance Management (PDA) ..... Greg  
Training held – makeup sessions available.  
  
Oct. 1 – Pilot implementation – dual system for 6 months current system(PM) and new PDA. The Unit needs to set up a performance matrix focus group to come up with new system values. Starting next April the unit will drop the dual system and use only PDA. New PDA is calibrated so that most employees will be rated as meets expectations – matrix set up so bulk of activities are identified and weighted.
4. Plan Turn-In Dates ..... Greg/Tom  
Paul Garrett sent out plan turn-in schedule. 12 week turn-in date for I, R, X U projects in Oct/Nov Let.

Need to work towards 14 week turn-in for future major I, R, U, X projects – need to have TE II review sheets attached.

Plans need to be **checked** and **reviewed** prior to turn-in. 12 weeks for “B” projects. Forecast completion dates for final design and final plans. 12 or 14 week date prior to turn-in.

5. Optional Field Splices.....Tom  
Spring Field Review – areas where road access is an issue – (e.g. mountain areas and narrow rural roads) – Area Bridge Engineer may request optional field splice. Need to show as optional field splice – go ahead and include in plans and pay items and label as optional. Place a note on the plans; new note to be provided by Engineering Development.
6. STARS Update.....Tom  
Debbie Barbour meeting – emphasized keeping Stars updated. Need to keep it up-to-date – will eventually filter down to PDA matrix.
  - Once Project Engineers get project, need to assign work centers ASAP; must “turn on” the TVA, RR, if applicable
  - Look at durations – see if they can be adjusted
  - Need to confirm activities: Preliminary General Drawings & TVA submittals affect schedules of other units and must be confirmed
  - Enter number of structure and structure types – this will require help by Laura Sutton or John Frye
7. Steel Girder Span Arrangements (Especially I,R,U Projects) .....Tom  
On Flyover or multi-span arrangements,  
Many variables on bent locations – false bents, field splices, maintenance of traffic, MSE walls at End Bents – talk to Area Bridge Construction Engineer early in design process to work out constructability and erection issues.
8. Engineering Development .....Brian/Gichuru  
July 9<sup>th</sup> - LRFD substructure class  
July 31<sup>st</sup> – Form liner presentation (1 hr) – 2 people per project group (suggested Project engineer and one team leader) – presented by Custom rock, inc.  
August 11 – LRFR training thru FHWA

4th Ed. LRFD 2008 Interims

<http://specs4.ihserc.com/DocViewFrame.aspx?sess=985395006&prod=SPECS4&docid=WNGICCAAAAAAAAAA>

Need to go here for new Seismic Design criteria—new seismic sensitive areas include counties along eastern NC/SC border. New maps are being developed. Don’t print the whole document – Hard copies are available in Engineering Development if needed.

Subregional tier importance factor—we will use 0.95 (IF=0.95). Currently fixing programs to accept this value.

Policy memo changes coming

1½ min Asphalt Wearing Surface depth on cored slabs and box beams.

1” elastomeric bearing pad thickness on all cored slabs and box beams.

Use 0.6” strands on all P/S cored slabs, box beams, prestressed girders in the future

### Spring Field Review

Check for uplift during pour sequences on multiple pour sequences

Will use Pre-augured piles, 30" drilled piers (Sub-regional tier bridges)

#### 9. Other

- Email use handout—spells out Department email policy. Reiterates existing policy – email is to be used for official business and not to send jokes, patriotic, religious messages.
- TIP cost estimates  
Preliminary & final cost estimate structure type, #structures, etc. need to be sent to Doug Lane early on in Project Life, around R/W let date (often 12 mos. Prior to letting).
- Use current form letters for transmitting TIP cost estimates
- 13-18 month Let Review – need to let TTK know of name changes
- Paul Garrett said he needs a quantity for all Lump Sum items including causeways in Lump Sum summary sheet – assigned to Cost Estimator when turned-in – don't wait.